পঞ্জীভুক্ত নম্বৰ - ৭৬৮ /৯৭ Registered No.-768/97

অসম ৰাজপত্ৰ

THE ASSAM GAZETTE

অসাধাৰণ

EXTRAORDINARY

প্ৰাপ্ত কৰ্ত্তৃত্বৰ দ্বাৰা প্ৰকাশিত

PUBLISHED BY THE AUTHORITY

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GOVERNMENT OF ASSAM

ORDERS BY THE GOVERNOR

HIGHER EDUCATION DEPARTMENT

NOTIFICATION

The 14th March, 2026

eCF 596042/62.- In exercise of the powers conferred by section 49 of the Nagaon University Act, 2023, the Governor of Assam is hereby pleased to make the following Statutes of the Nagaon University in the manner hereinafter appearing, namely:-

Short title and commencement

1. (1) These statutes may be called the first statutes of the Nagaon University, 2026.

(2) They shall come into force on the date of their publication in the Official Gazette.

Definitions

2. (1) In these statutes, unless the context otherwise requires, -

(a) "Act" means the Nagaon University Act, 2023 (Assam Act No. LIX of 2023);

(b) "academic year" means the year commencing on the first day of August of a calendar year and closing with the thirty-first day of July of the succeeding calendar year immediately following ;

(c) "Articles" means Article of the Statutes;

(d) "complaints" means receipt of information about corruption and malpractice on the part of the members of the University;

(e) "corruption" means improper and usually unlawful conduct inconsistent with official duty and the rights of others intending to secure a benefit for oneself or another which includes gratification, bribery, extortion and any other forms of corruption under the Prevention of Corruption Act, 1988 (Act No. 49 of 1988);

(f) "course fee" means and includes tuition fee and any other fees charged by the University;

(g) "employee" means any person duly appointed as an officer, teacher and other staffs of the University;

(h) "Examination Committee" means the Examination Committee constituted under these Statutes ;

(i) "Faculty" means the teaching, research, and extension staff of the University or division of the University having the rank of Assistant professor and above ;

(j) "Finance Committee" means the Finance Committee of the University ;

(k) "non-teaching staff" includes officers and employees of the University who are not appointed as a teacher, researcher, research officer and includes full-time, temporary, ad-hoc, part time, daily wager ;

(l) "Official Gazette" means the Official Gazette of Government of Assam;

(m) "Post" means a Post under the Nagaon University as specified in the Schedule of the Statutes;

(n) "Schedule" mean Schedule appended to this Statutes;

(o) "section" means a section of the Act;

(p) "Staff" means non officer Cadre of Nagaon University;

(q) "UGC" means the University Grants Commission;

(r) "unfair" means any act to show or derive undue favour;

(s) "University" means the Nagaon University;

(t) "University Library" means a Library maintained by Nagaon University whether instituted by it or not; and

(u) "warden" means In-charge relation to hall of Residence of the University means a Warden thereof.

(2) Words and expressions used herein but not defined in these Statutes but defined in the Act, shall have the same meanings as assigned to them in the Act.

Other Officers of the University

3. (1) The other officers, in addition to the officers specified in clause (x) section 9 of the Act, shall be the following, namely:-

(i) Dean, Research and Development;

(ii) Deans of Faculties;

(iii) Dean, Student's Welfare;

(iv) Director of Centres;

(v) Director, Open and Distance Learning (ODL);

(vi) Director, College Development Council (CDC);

(vii) Director, Capacity Building Centre (CBC);

(viii) Director, Research and Development Cell;

(ix) Director, Student's Welfare;

(x) Director, Internal Quality Assurance Cell (IQAC);

(xi) Director, Physical Education and Sports;

(xii) Director, Arts and Culture;

(xiii) Academic Registrar ;

(xiv) Deputy Controller of Examinations;

(xv) Heads of Departments;

(xvi) Superintending Engineer;

(xvii) Chief Medical Officer;

(xviii) Public Information Officer;

Other Academic Officers of the University shall be the following, namely-

(i) Dean;

(ii) Professor;

(iii) Assistant Professor;

(iv) Teachers;

(v) Librarian :

Provided that if more Officers shall be required to facilitate the work of the University, such additional positions may be incorporated in the statutes by the Executive Council from time to time.

Additional Powers of Executive Council

4. (1) In respect of posts of other officers of the University, the Executive Council shall have the power to assign duties and responsibilities through Ordinances. However, the Executive Council shall reserve the right to alter or modify the qualifications and pay depending upon the office requirements.

(2) In respect of temporary vacancy in various posts due to the reason of leave, illness or other causes, of the concerned officer or employee, the Vice Chancellor shall make such arrangement as he thinks appropriate in consultation with the Executive Council for exercising the powers and performing the duties of the concerned Officer or employee during the vacancy period.

(3) In respect of posts of other (additional) officers of the University, the Executive Council shall have the power to

define and assign duties and responsibilities through Ordinances.

(4) Regarding qualifications and pay, the UGC norms shall apply for those posts which are covered under UGC scale of pay and others shall be covered by the norms set by the State Government of Assam.

(5) The Executive Council shall reserve the right to alter or modify the qualifications and pay depending upon office requirements.

Staff of the University (Non-Teaching)

5. (1) To carry out various functions in the University the following posts may be created by Executive Council from time to time, namely:-

(i)	Section Officers
(ii)	Personal Secretary to Vice-Chancellor
(iii)	Personal Assistant to Registrar
(iv)	Personal Assistant to Academic Registrar
(v)	Personal Assistant to Controller of Examinations
(vi)	Personal Assistant to Finance Officer
(vii)	Library professional Assistant
(viii)	Junior Engineer (one civil, one electrical)
(ix)	Cashier
(x)	Upper Division Assistant
(xi)	Junior Account Assistant
(xii)	Lower Division Assistant
(xiii)	Yoga Instructor (Girls)
(xiv)	Yoga Instructor (Boys)
(xv)	Gym Instructor (Girls)
(xvi)	Gym Instructor (Boys)
(xvii)	Hostel Superintendents (Boys and Girls separately)
(xviii)	Pharmacist
(xix)	Nurse
(xx)	Laboratory Assistant (s)
(xxi)	Library Assistant
(xxii)	Book Arranger (s)
(xxiii)	Driver (s)
(xxiv)	Laboratory Bearer (s)
(xxv)	Peon (s)
(xxvi)	Gardener (s)
(xxvii)	Chowkidar (s)
(xxviii)	Sweeper (s)

(xxix) Any other post as may be required for the functioning of the University.

Qualification and corresponding scale of pay

6. The qualifications for appointment to various posts under the University shall be determined by the Executive Council from time to time in consistence with the qualification as per the University Grants Commission or the Government of Assam.

Physical Fitness

7. (1) Appointment of persons by direct recruitment for a period of more than a year shall be subject to medical fitness report by a Medical Board constituted by the Registrar for the purposes.

(2) No person shall be appointed to any post unless he or she possesses good character and antecedents.

Methods of recruitment

8. Recruitment to the posts may be made:-

(i) by direct recruitment;

(ii) by promotion;

(iii) by appointment of employees borrowed from Government Departments and institutions; or

(iv) by appointment on contract basis for a limited period.

Appointments

9. The authority for all appointments shall be vested in the Executive Council and the Registrar shall issue appointment letter with prior approval of Executive Council in accordance with the provisions of the Act.

Promotion

10. (1) Appointment to a post in any grade by promotion shall be made, whether in a permanent or officiating capacity, from amongst the employees serving in posts in the immediate lower grade.

(2) Every appointment by promotion shall be by selection on the basis of seniority-cum-merit and efficiency with due regard to seniority.

(3) The non-teaching technical as well as non-technical Class-III employees of the University shall be promoted on the basis of seniority and performance of the employee or as prescribed by Executive Council. The Departmental Promotion Committee shall meet periodically whenever vacancy exists and shall recommend the list of persons in order of seniority and good performance of duty by the employees to be appointed by the Executive Council.

Selection Committees

11. (1) There shall be two Selection Committees for selection of officers and teachers for making recommendation for appointment to the Executive Council of the University.

(i) The Selection Committee for selection of the Officers of the University shall consist of the following :-

(a)	The Vice Chancellor	Chairperson
(b)	One expert member nominated by the Chancellor	Member
(c)	One academician to be nominated by the Executive Council	Member
(d)	One academician to be nominated by the Government of Assam	Member
(e)	Two external expert members from outside the University to be co-opted by the Vice Chancellor as and when necessary	Members

Five members including the external member (when invited) shall form the quorum :

Provided that the Registrar shall be the Member Secretary of the Selection Committee except for the Selection Committee for the appointment of the Registrar in which case the Vice- Chancellor shall nominate one person as the Member Secretary in consultation with the Executive Council.

(ii) The Selection Committee for Selection of Professor, Associate Professor, Assistant Professor and other teaching posts shall consist of the following members, namely:-

(a)	The Vice-Chancellor	Chairperson
(b)	One academician to be nominated by the Chancellor	Member
(c)	One academician to be nominated by Executive Council	Member
(d)	One academician to be nominated by the Government of Assam	Member

(e)	Two external experts in the concerned subject or relevant field from outside the University to be nominated by the Vice-Chancellor out of the panel approved by the Executive Council	Members
(f)	The Dean of the concerned Faculty	Member
(g)	Professor and Head of the Department	Member
(h)	Registrar	Member Secretary

(2) Five members including the external experts shall form the quorum. In case of selection for the post of the Professor, the Dean of Faculty of the Nagaon University may be nominated by the Vice -Chancellor instead of the Professor and Head.

(3) Where the Committee does not find any of the candidates appearing before it suitable for appointment to a non-teaching post, the matter shall be placed before the Executive Council and the Executive Council shall be competent to appoint suitable persons on deputation or on contract on such terms and for such periods as it may decide.

(4) The Executive Council while taking steps for recruitment of Officers and other employees shall ensure that they all possess such qualification as would enable them to shoulder the duties and responsibilities mentioned in the Act and the Statutes.

(5) No act or proceeding of any Selection Committee shall be called in question on the ground merely because of the absence of any member or members of the Selection Committee.

(6) For any meeting of the Selection Committee, the Registrar with the approval of the Vice-Chancellor shall give notice of the meeting to the members of the committee at least a fortnight before the date of the meeting.

Probation and confirmation in service

12. (1) Every person appointed against the substantive post under the University, shall be placed under probation for a period of the one year, which under special circumstances may be extended by one more year.

(2) Any person found unsuitable during probation shall be discharged from service without assigning any reason thereof,

(i) in the case of person appointed by probation, revert him or her to the post held by him immediately before such appointment; and

(ii) in the case of person appointed by direct recruitment, terminate his or her service from the University without assigning any reason.

(3) Every person appointed to a substantive post under the University, shall on satisfactorily completing his or her period of probation, be eligible for confirmation in the post.

Seniority list

13. (1) Whenever in accordance with the Statutes any person is to hold an office or be a member of an authority of the University by rotation according to seniority, such seniority shall be determined according to the length of continuous service of such person in his or her grade and in accordance with such other principle as the Executive Council may from time to time prescribe.

(2) It shall be the duty of the Registrar to prepare and maintain, in respect of each class of persons to whom the provisions of these Statutes apply, a complete and up-to-date seniority list in accordance with the provisions of clause (1).

(3) If two or more persons have equal length of continuous service in a particular grade or the relative seniority of any person or persons is otherwise in doubt, the Registrar shall, on his or her own motion or at the request of any such person, submit the matter to the Executive Council whose decision thereon shall be final.

Removal of employees

14. The Disciplinary Authority of the University may initiate disciplinary action against any Officer or Teachers or Employees of the University, call for his or her explanations containing the charges against him or her, and in extreme necessity, place such person under suspension if there is any possibility of his or her influencing the enquiry initiated against him or her by the authority. Before taking a final decision for removal, the disciplinary authority shall place it before the Executive Council for approval.

Age of superannuation

15. The rules of superannuation or retirement of teachers and officers under University Grants Commission scale of pay shall be in accordance with the rules and guidelines announced by the University Grants Commission (UGC) or All India Council for Technical Education (AICTE) from time to time. The age of superannuation for officers and other staffs under CPC (Common Pay Committee) scale of pay shall be in accordance with the applicable provisions of the State law. In case of those deputed from Government service, relevant rules of parent department shall be applicable.

Resignation

16. An employee may resign from his post in the University by giving at least 2 (two) months prior notice in writing to the competent authority of the University. The University may either accept the resignation or reject the same by giving reasons therefore. However, the University may, on genuine ground, accept the resignation immediately and release him or her forthwith.

Pay during suspension

17. An employee under suspension shall, during the period of suspension, be entitled to subsistence allowance not exceeding an amount equivalent to half of the total pay, which is admissible to him or her immediately before the commencement of the suspension. If, for any reason, the enquiry cannot be completed and disposal of matter takes time beyond 6 (six) months, the employee so suspended, shall be entitled for 75% of the salary as substantive amount. However, the employee cannot engage himself or herself to any other job or vocation.

Allowance for additional charge

18. (1) An employee formally placed in-charge of the full duties of another post shall receive an extra work allowance at a uniform rate of 2 % of the employee's basic pay per month.

(2) The additional allowance for additional charge shall not be combined, i.e. if the same employee performs two or more such duties and is eligible for 2 % allowance for each add-on, then the total additional allowance payable shall remain capped at 2 % of basic pay.

(3) No allowance shall be admissible when an employee holding one post is placed in charge of the current duties of a post of equivalent status of his own basic post. The employee concerned shall receive pay in his basic post only irrespective of the duration of the additional charge.

(4) An employee holding one post when placed in charge of the duties of a lower post shall not receive any allowance for the additional work.

(5) The additional pay or allowance shall not be admissible if the period of additional charge is less than 30 days.

Leave and leave salary

19. The employees shall be governed by the rules relating to leave salary and other cognate matters made by the Executive Council separately in this behalf.

Administrative control

20. Subject to the general authority of the Vice-Chancellor, the officers declared by these Statutes to be the officers of the University, shall be under the administrative control of the Registrar including the Finance Officer, the Controller of Examination, the Director of College and University Development Council, the Academic Registrar the Director of Students' Welfare and the Librarian.

Subject to the control of the Executive Council and in accordance with section 13 of the Act, the Registrar shall exercise as the custodian of all records, common seal, properties of the University, and the officers and employees of the University shall be under the control of the Registrar who shall be responsible to the Vice-Chancellor for their dealings.

Powers and duties of Officers

21. The officers of the University shall be the whole time salaried officers of the University and shall exercise the following powers and perform the following duties:-

(1) Dean, Research and Development

(i) The Dean, Research and Development shall hold office for a period of three years, or till the

date of his/her superannuation, whichever is earlier.

(ii) The Dean, Research & Development shall be eligible for re-appointment.

(iii) The Dean, Research and Development shall be appointed by the Executive Council from amongst the Professors of the University.

(iv) Dean, Research and Development shall exercise the following powers and responsibilities:-

(a) be responsible for planning of research activities of the University in consultation with all Deans, Heads of Departments and the Vice Chancellor;

(b) make an overview of the research projects to be submitted to various agencies by the faculty of the University to ensure that the project is in order;

(c) coordinate all research activities of the University and shall take up related matters with University authority;

(d) be the ex-officio Chairperson for all selection committees for selection of Research Fellow/Project Fellow/Associate etc.;

(e) monitor the progress of research projects carried out in the University;

(f) take steps for Industry, Non-Governmental Organisation, Academy interaction/interfacing for Research and Development activities;

(g) coordinate the Summer Projects of students covered by fellowship from INSA and other Agencies/Academics;

(h) look after all Research and Development consultancy projects undertaken by the faculty and any other technical staff of the University; and

(i) discharge any such other duties and responsibilities assigned to him by the Vice Chancellor from time to time.

(2) Dean of Faculties

(i) The Dean of Faculty shall be appointed by the Executive Council on the recommendation of the Vice Chancellor from amongst the Heads of the Departments of the Faculty who are Professors. The Vice Chancellor shall preferably consider the seniority of the Professor in giving appointment to the Dean of Faculty.

(ii) If no Head of the Department under a Faculty is a Professor, but the Faculty has Professors, then Vice Chancellor shall appoint one of the Professors of the Faculty as the Dean preferably on seniority basis. If a Professor is also not available, the Vice Chancellor may appoint a senior Associate Professor of the Faculty as Dean In-charge for a period not more than three years or till a Professor is available for appointment as Dean, whichever is earlier.

(iii) The Dean of Faculty may be re-appointed subject to his satisfactory performance during the tenure.

(iv) He shall hold office for a period of three years, or till the date he attains the age of superannuation, whichever is earlier.

(v) He shall discharge the following powers and responsibilities in addition to his normal responsibilities as Professor of his Department,-

(a) be responsible for the due observance of the Statutes, Ordinances and Regulations relating to the Faculty;

(b) be the Executive Officer of the Faculty;

(c) preside over all its meetings; and

(d) execute such other duties/ responsibilities assigned to him by the Academic Council or the Vice Chancellor from time to time.

(3) Dean, Student Welfare

(i) The Dean, Student Welfare shall be appointed by the Vice Chancellor from amongst the Professors/Associate Professors of the University on the recommendation of the Executive Council.

(ii) He may be re appointed subject to his/her satisfactory performance during the tenure.

(iii) The Dean, Student Welfare shall hold office for a maximum period of three years, or till the date he attains the age of superannuation, whichever is earlier.

(iv) Dean, Student Welfare shall exercise the following powers and responsibilities:-

(a) act as the Chairperson of the Students' Advisory Council;

(b) organize programs/activities pertaining to strengthening of the student teacher, student employee and student society relationships;

(c) co-ordinate the process of selection of students for awards, prizes etc.;

(d) be the overall in charge of Students' Placement Cell;

(e) be overall in charge of the Students' Grievance Redressal Cell;

(f) be responsible for overall maintenance of discipline among the students;

(g) nominate Faculty in Charge to various sub committees constituted for students;

(h) be in charge of the students' feedback system and apprise the Vice Chancellor;

(i) function as an Adviser to the Nagaon University Students' Union; and

(j) discharge any such other duties and responsibilities assigned to him by the Vice Chancellor from time to time.

(4) Director of Centre(s)

(i) The Director of Centre shall be appointed by the Executive Council from amongst the Professors or Associate Professors of the University.

(ii) The Director of Centre shall hold office for a period of three years, or till he attains the age of superannuation, whichever is earlier.

(iii) The Director of Centre may be re-appointed subject to his satisfactory performance during the tenure.

(iv) In addition to his normal duties as a teacher of the University the Director of Centre shall perform the following powers and responsibilities, namely-

(a) be responsible for the due observance of the Statutes, Ordinances and Regulations of the University relating to the Centre;

(b) be the executive officer and shall preside over the meetings of the Centre;

(c) promote excellence in education, research, professional activity and service within the Centre;

(d) propose to introduce various PG/ UG/ Diploma/ Certificate programs including research programs in different fields of studies and emerging areas, and be responsible for preparation and forwarding of the course curricula/syllabi, Rules & Regulations for approval to the competent authorities of the University;

(e) oversee the evaluation of programs and other indicators of the Centre's performance;

(f) ascertain that professional, social and political environments are monitored to identify trends that could impact the education and research programs of the University, and take proactive leadership and initiative to appropriately address such trends through the Centre;

(g) have primary responsibility for ensuring that the faculty and staff resources of the Centre are well managed; and

(h) have primary responsibility for addressing unsatisfactory performance of the Centre, faculty or staff and in designing and implementing strategies to improve performance.

(5) Director, Open and Distance Learning (ODL)

(i) The Director of Open and Distance Learning shall be appointed by the Executive Council from amongst the Professors or Associate Professors of the University.

(ii) The Director, CDC may be re-appointed subject to his satisfactory performance during his tenure.

(iii) The Director, College Development Council shall be a whole time Officer of the University and shall hold office for five years or till he attains the age of superannuation, whichever is earlier.

(iv) He shall exercise the following powers and responsibilities, namely-

(a) assess and determine the suitability of the courses in open access mode launched by different agencies like SWAYAM, MOOCS, Swatch Bharat Abhiyan, Open Educational Resources, etc. from time to time;

(b) determine or re determine the credits of such Courses within the existing framework of curricula and syllabi;

(c) create facilities to prepare online lectures by faculty members in relevant topics;

(d) explore other avenues of courses that deem fit for students within the curricula and syllabi; and

(e) discharge any such other duties and responsibilities assigned to him by the Vice Chancellor and by the Advisory Committee for the Directorate of Open and Distance Learning from time to time.

(6) Director, College Development Council (CDC)

(i) The Director, CDC shall be appointed by the Executive Council from amongst the Professors or Associate Professors of the University.

(ii) The Director, CDC may be re-appointed subject to his/her satisfactory performance during his tenure.

(iii) The Director, College Development Council shall be a whole time Officer of the University and hold office till he attains the age of superannuation, whichever is earlier.

(iv) The Director, College Development Council (CDC) shall exercise the following powers and responsibilities, namely-

(a) act as the Member Secretary of CDC;

(b) conduct all the correspondences of CDC;

(c) assess the development needs of the Colleges and report the same to the competent Authority, Body and Committee;

(d) apprise the Colleges with various schemes of the projects launched by UGC and other funding agencies and Authorities;

(e) scrutinize the development proposals of the affiliated colleges and recommend the same to the UGC and other funding agencies;

(f) ensure proper utilization of grants sanctioned by UGC and other funding agencies;

(g) undertake inspection of colleges, call meeting of Principals for development plans with prior approval of the Vice Chancellor; and

(h) perform such other duties as may be assigned to him by CDC, the Executive Council, the Academic Council and the Vice Chancellor from time to time.

(7) Director, Capacity Building Centre (CBC)

(i) The Director, Capacity Building Centre (CBC) shall be appointed by the Executive Council from amongst the Professors/Associate Professors of the University.

(ii) The Director, CBC may be re-appointed subject to his/her satisfactory performance during the tenure.

(iii) The Director, CBC shall be the executive officer of the Centre for a period of three years, or till the date of his superannuation, whichever is earlier.

(iv) The Director, CBC shall perform duties in addition to his normal duties as a teacher of the University.

(v) The Director, Capacity Building Centre (CBC) shall exercise the following powers and responsibilities, namely-

(a) work on the issues of quality and inclusive education;

(b) be the ex officio Member Secretary of the Governing Committee for the Course under Mentorship Scheme: Higher Secondary Programme (Arts & Science) of the University;

(c) organize specially designed courses for students for various national Entrance, NET/SET and competitive examinations;

(d) organize the capacity building, knowledge enhancement, Faculty Development Programs (FDPs), Skill Development Programme for academic, administrative, technical and non-academic staff to enhance the efficiency of the internal system of the University;

(e) be responsible for organizing and conducting external capacity building programs for different government/non-government organizations;

(f) perform other responsibilities assigned to him/her by Executive Council or Academic Council from time to time.

(8) Director, Reseach and Development Cell

(i) The Director, Research and Development Cell shall be appointed by the Vice Chancellor with the approval of the Executive Council from amongst the Professors or Associate Professors of the University.

(ii) The Director, Research and Development Cell may be re-appointed subject to her/his satisfactory performance during the tenure.

(iii) The Director, Research and Development Cell shall perform duties in addition to her/his normal duties as a teacher of the University.

(iv) The Director, Research and Development Cell shall be the executive officer of the Centre for a

period of three years, or till the date of her/his superannuation, whichever is earlier.

(v) The Director, Reseach and Development Cell shall exercise the following powers and responsibilities, namely-

(a) discharge the responsibilities in all aspects of the research and development of the University in consultation with the Dean, R&D;

(b) be the ex-officio Member Secretary of RAC;

(c) chair the meetings of the Sub-committees of RDC;

(d) promote quality research that contributes meaningfully towards the goal of a self-reliant India aligned with the provisions of the National Education Policy-2020;

(e) create a robust research ecosystem for reliable, impactful research output, namely - generation of knowledge and facilitating research, innovation, and technology development for industrial and societal benefits;

(f) facilitate student micro research projects to inculcate research culture among the student community; and

(g) discharge such other responsibilities assigned by the RAC, Academic Council, Executive Council, and Vice Chancellor.

(9) Director, Students' Welfare

(i) The Director, Students' Welfare shall be appointed by the Executive Council on the recommendations of the Selection Committee constituted for the purpose.

(ii) The appointment of the Director, Students' Welfare must conform to the prevailing norms of the Government of Assam.

(iii) The Executive Council shall appoint the Director, Students' Welfare from among the Professors/ Associate Professors of the University.

(iv) The Director, Students' Welfare shall be eligible for re appointment subject to selection as per rules.

(v) The emoluments and other terms and conditions of service shall be determined by the Executive Council as per rules of Government of Assam.

(vi) The Director, Students' Welfare shall be a full-time salaried officer of the University for a period of five years, or till the date he/she attains the age of superannuation, whichever is earlier.

(vii) The Director, Students' Welfare shall exercise the following powers and responsibilities, namely-

(a) discharge the responsibilities in all aspects of the welfare of students in the University in consultation with Dean, Student Welfare;

(b) be the ex-officio Treasurer of Students' Advisory Council;

(c) oversee and advise the students on their extra-curricular activities, including sports, cultural and literary activities;

(d) be the Chief Warden of the Hostels of the University/Affiliated college(s), if any;

(e) be primarily responsible for ensuring a safe, healthy and academically vibrant atmosphere in the Hostels, and shall work towards this end with the Registrar, the Wardens of the Hostels and the Principal(s) of the affiliated College(s), if any;

(f) be primarily responsible for ensuring a ragging free environment in the campus, including the Hostels, and shall work towards this end with the Registrar, the Wardens of the Hostels and Principal(s) of the Affiliated College(s), if any;

(g) be primarily responsible for ensuring a ragging free environment in the campus, including the Hostels, and shall work towards this end with the Registrar, the Wardens of the Hostels and Principal(s) of the Affiliated College(s), if any;

(h) be in charge of putting in place and organizing the activities of the Placement Cell of the University. He shall take steps to facilitate campus recruitments in the University campus;

(i) create a Student Help Desk to address the issues of the students and also provide necessary counselling to students;

(j) be responsible for arrangement of holding elections of the students' body, the Nagaon University Students' Union, and any such election of students to any other University body as per rule;

(k) help, advise and oversee the applications of students for scholarships from both

the State and Central Government agencies. For scholarships which require examinations and as per approval of the Vice Chancellor, he shall facilitate organizing these examinations in the University in the interest of the students; and

(l) discharge any such other duties and responsibilities assigned to him by the higher Authority from time to time.

(10) Director, Internal Quality Assurance Cell (IQAC)

(i) The Director of Internal Quality Assurance Cell (IQAC) shall be appointed by the Vice Chancellor with the approval of the Executive Council from amongst the Professors or Associate Professors of the University.

(ii) The Director of IQAC may be re-appointed subject to her/his satisfactory performance during the tenure.

(iii) The Director of IQAC shall perform duties in addition to her/his normal duties as a teacher of the University.

(iv) The Director of IQAC (Internal Quality Assurance Cell) shall be the administrative/academic functionary for quality assurance Officer of the University for a period of three years.

(v) The Director, Internal Quality Assurance Cell (IQAC) shall exercise the following powers and responsibilities, namely-

(a) develop and implement a strategic plan for quality assurance;

(b) promote and ensure the internalization of a quality-focused culture within the institution;

(c) encourage Research and Development (R&D) activities;

(d) coordinate and synergize various institutional activities and committees;

(e) institutionalize best practices across different departments;

(f) ensure timely and efficient performance of academic, administrative, and financial tasks;

(g) establish a structured methodology for documentation and internal communication;

(h) prepare and submit the Annual Quality Assurance Report (AQAR);

(i) maintain official records, including minutes and action-taken reports;

(j) develop and apply quality benchmarks and parameters for academic and administrative activities;

(k) ensure the relevance and quality of academic and research programs;

(l) oversee the evaluation procedures and ensure their credibility;

(m) provide a solid basis for decision-making to improve institutional functioning;

(n) act as a dynamic system for implementing quality changes in Higher Education Institutions (HEIs);

(o) facilitate stakeholder feedback;

(p) ensure the adequacy, maintenance, and proper allocation of support structures and services;

(q) manage participation in accreditation processes and rankings;

(r) ensure that accredited departments maintain their standards;

(11) Director, Physical Education and Sports

(i) The Director of Physical Education and Sports shall be appointed by the Executive Council on the recommendations of the Selection Committee constituted for the purpose.

(ii) The appointment of the Director of Physical Education and Sports shall be as per rules of the Government of Assam.

(iii) The Director of Physical Education and Sports shall be eligible for re-appointment subject to selection as per rules.

(iv) The emoluments and other terms and conditions of service shall be determined by the Executive Council as per rules of Government of Assam.

(v) The Director of Physical Education and Sports shall be a whole-time Officer of the University for a period of five years, or till s/he attains the age of superannuation, whichever is earlier.

(vi) He shall exercise the following powers and responsibilities, namely,-

(a) discharge the responsibilities in all aspects of the welfare of students in the University in consultation with the Dean, Students Welfare.be the ex-officio Treasurer of Students' Advisory Council.

(b) oversee and advise the students on their co-curricular activities, including sports, cultural and literary activities.

(c) be the Chief Warden of the Hostels of the University/Constituent college(s), if any.

(d) be primarily responsible for ensuring a safe, healthy and academically vibrant atmosphere in the Hostels, and shall work towards this end with the Registrar, the wardens of the Hostels and the Principal(s) of the Constituent College(s), if any.

(e) be primarily responsible for ensuring a ragging-free environment in the campus, including the Hostels, and shall work towards this end with the Registrar, the wardens of the Hostels and Principal(s) of the Constituent College(s), if any.

(f) be in charge of putting in place and organizing the activities of the Placement Cell of the University. S/he shall take steps to facilitate campus recruitments in the University campus.

(g) create a Student Help Desk to address the issues of the students and also provide necessary counselling to students.

(h) be responsible for arrangement of holding elections of the students' body, the Nagaon University Students' Union, and any such election of students to any other University body as per rule.

(i) help, advise and oversee the applications of students for scholarships from both the State and Central Government agencies. For scholarships which require conduct of qualifying examinations, with the approval of the Vice Chancellor, s/he shall facilitate organizing these examinations in the University in the interest of the students.

(j) discharge any such other duties and responsibilities assigned to her/him by the Vice-Chancellor from time to time.

(12) Director of Arts and Culture

(i) The Director of Arts and Culture shall be a whole-time Officer of the University for a period of five years, or till s/he attains the age of superannuation, whichever is earlier.

(ii) The Director of Arts and Culture shall be eligible for re-appointment subject to selection as per rules.

(iii) The director shall exercise the following Powers and Duties

(a) Overseeing the planning and execution of all intra- and inter-collegiate cultural events, performances, exhibitions, and festivals

(b) Collaborating with other academic departments and school leadership to integrate arts and cultural programs with the broader academic curriculum and cross-curricular learning

(c) Providing platforms for students to showcase their talents, supervising co-curricular activities, coordinating student-run cultural clubs (music, dance, etc.), and promoting an enriching student life experience

(d) Developing and maintaining relationships with community partners, local arts organizations, sponsors, and external artists to secure funding/support and provide students with real-world experience and networking opportunities

(e) Preparing and managing the annual budget for cultural events and department operations, and identifying funding opportunities through grants and sponsorships

(f) Developing and implementing policies, managing staff and faculty involved in the arts programs, and ensuring compliance with university and statutory body regulations

(g) Creating and implementing communication strategies to increase the visibility of artistic events and cultural programs and to diversify audience engagement

(13) Deputy Registrar

(i) The Deputy Registrar shall be appointed by the Executive Council on the recommendation of the Selection Committee constituted for the purpose.

(ii) The appointment of the Deputy Registrar shall be in conformity with the qualifications and experience as prescribed by the prevailing UGC Guidelines and Government Norms and State Norms.

(iii) The Deputy Registrar shall be a full-time salaried officer of the University.

(iv) The Deputy Registrar shall hold office for a period of five years or till the date of his/her superannuation, whichever is earlier, and shall be eligible for re appointment.

(v) The emoluments and other terms and conditions of service shall be as determined by the Executive Council as per rules of the Government of Assam.

(vi) He shall exercise the following powers and responsibilities, namely,-

(a) the Deputy Registrar (Academic) shall exercise such powers and duties as may be delegated to him by the Academic Registrar with prior approval of the Vice-Chancellor.

(b) the Deputy Registrar (Administration) shall exercise such powers and duties as may be assigned to him by the Registrar with prior approval of the Vice-Chancellor.

(c) the Deputy Registrar (Examination) shall exercise such powers and duties as may be delegated to him by the Controller of Examination with prior approval of the Vice-Chancellor.

(d) the Deputy Registrar (Finance) shall exercise such powers and duties as may be delegated to him by the Finance Officer with prior approval of the Vice-Chancellor.

(e) the Deputy Librarian shall exercise such powers and duties as may be assigned to him by the Librarian with prior approval of the Vice-Chancellor.

(14) Deputy Controller of Examinations

(i) The Deputy Controller of Examinations shall be appointed by the Executive Council on the recommendation of the Selection Committee constituted for the purpose.

(ii) The appointment of the Deputy Controller of Examinations must be in conformity with the qualifications and experience as prescribed by the Executive Council.

(iii) The Deputy Controller of Examinations shall be a full-time salaried officer of the University and shall be appointed by the Executive Council on a full-time basis.

(iv) The Deputy Controller of Examinations shall hold office for a period of five years or till the date of his superannuation, whichever is earlier, and shall be eligible for re appointment.

(v) The emoluments and other terms and conditions of service shall be determined by the Executive Council as per rules of the Government of Assam.

(vi) He shall exercise the following powers and responsibilities, namely,-

(a) assist in the conduct of examinations and declaration of results; and

(b) perform such other duties as may be assigned by the Controller of Examinations or the Vice-Chancellor.

(15) Head of Department

(i) The Head of a Department shall be appointed by the Executive Council on the recommendation of the Vice Chancellor from amongst the Professors of the Department by rotation on the basis of seniority, or as the Vice Chancellor thinks fit, for a period of two years.

(ii) If there is no Professor in a Department, the Head of the Department shall be appointed by the Executive Council on the recommendation of the Vice Chancellor from amongst the Associate Professors by rotation on the basis of seniority, or as the Vice Chancellor thinks fit, for a period of two years.

(iii) If there is only one Professor/Associate Professor, he may continue as the Head for a longer period as directed by the Vice Chancellor with the approval of the Executive Council.

(iv) If there is no Professor/Associate Professor in a Department, the Vice Chancellor may appoint one of the Assistant Professors as Head in Charge of the Department or make other alternative arrangement as he deems fit.

(v) The Head of Department shall hold office for a period of two years (as per existing UGC Guidelines/ Regulations), or till he attains the age of superannuation, whichever is earlier.

(vi) In addition to his normal responsibilities as Professor/Associate Professor of the Department he shall exercise following powers and responsibilities, namely:-

(a) convene and preside over the meetings of the Departmental Board of Studies (BoS), Departmental Research Committee (DRC) and Departmental Affairs Committee (DAC);

(b) keep records of the minutes of the meeting and implement the decisions of the BoS/DRC/DAC;

(c) organize teaching and research work in the department;

(d) supervise and conduct all examinations of the department and keep records of internal evaluation, attendance, etc. of the students as prescribed, and forward the records of evaluation in time to the Controller of Examinations for necessary action;

(e) frame the time table in conformity with the centrally prepared time table of the University and make allotment of classes/courses to the teachers;

(f) ensure maintenance of discipline in the classroom and laboratories;

(g) assign to the teachers in the department such duties as may be necessary for proper functioning of the department;

(h) assign work to and exercise control over the non-teaching staff in the department;

(i) perform such other duties as may be assigned to him/her by the Vice Chancellor, the Dean and other competent authorities; and

(j) function under the general supervision of the Dean of Faculty.

(16) Superintending Engineer

(i) The Superintending Engineer shall be appointed by the Executive Council on the recommendation of the Selection Committee constituted for the purpose.

(ii) The appointment of the Superintending Engineer shall be in conformity with the minimum qualifications and experiences with proven expertise as sought by the Executive Council.

(iii) The Superintending Engineer shall be a whole-time officer of the University on full term basis.

(iv) The emoluments and other terms and conditions of service shall be determined by the Executive Council as per rules of the Government of Assam.

(v) The Superintending Engineer shall retire on the date he attains the age of superannuation as per rules of Government.

(vi) The Superintending Engineer shall exercise the following powers and responsibilities, namely-

(a) approve plans for which powers are delegated as per the Rules and Regulations;

(b) prepare/scrutinize work estimates and make recommendations before transmission to higher authorities for approval;

(c) prepare tender schedules, issue tender notifications, and be responsible for receipt and opening of tenders regarding all construction work;

(d) inspect and oversee all aspects of construction work, and certify all bills before any payment is made;

(e) look after the maintenance and upkeep of all buildings and facilities of the University;

(f) co-ordinate with external agencies and departments such as District Administration, PWD, Nagaon Municipal Board, Assam State Electricity Board, etc. for matters related to construction and buildings; be a member of the Construction Committee; and

(g) discharge any such other duties and responsibilities assigned to him by the Vice Chancellor from time to time.

(17) Chief Medical Officer

(i) The Chief Medical Officer shall be appointed by the Executive Council on the recommendation of the Selection Committee constituted for the purpose.

(ii) The appointment of the Chief Medical Officer must be in conformity with the minimum qualifications and experiences with proven expertise in the field as sought by the Executive Council.

(iii) The Chief Medical Officer shall be a whole-time officer of the University.

(iv) The emoluments and other terms and conditions of service shall be determined by the Executive Council as per rules of the Government of Assam.

(v) The Chief Medical Officer shall retire on the date he attains the age of superannuation as per rules of the Government of Assam.

(vi) The Chief Medical Officer shall exercise the following powers and responsibilities, namely-

(a) be responsible for proper maintenance of the University Hospital(s) in respect of its upkeep and quality of services;

(b) be required to stay in the University Main Campus and there shall be no specific duty hours for him;

(c) be responsible for proper coordination with other outside/Government agencies for maintenance of health, nutrition and hygiene in the University Campus along with the timely implementation of various immunization/ eradication programs undertaken by the Governments;

(d) take necessary steps for delegation of duties to the medical & health officer, paramedical staff and supporting staff of the hospital;

(e) be responsible for any other duties and responsibilities, not covered above but may arise from time to time;

(f) discharge any such other duties and responsibilities assigned to him/her by the Vice- Chancellor from time to time.

(18) Librarian

(i) The Librarian shall be appointed by the Executive Council on the recommendation of the Selection Committee constituted for the purpose and shall be in conformity with the qualifications provided in UGC guidelines.

(ii) The Librarian shall be a whole time Officer of the University and shall hold office till he attains the age of superannuation as per rules of the Government of Assam.

(iii) The emoluments and other terms and conditions of service shall be determined by the Executive Council as per rules of the Government of Assam.

(iv) Librarian shall,

(a) be responsible for providing library and information services to the University and its Affiliated College(s), if any;

(b) be responsible for the maintenance of the libraries of the University and their collections;

(c) plan, implement and maintain efficient and easy access to library and information services via modern technology. The Librarian is expected to be thoroughly familiar with the learning,

teaching and research needs of the University and keep an eye on emerging tools and electronic resources;

(d) be responsible for all library collections and resources to be carefully indexed, catalogued, and appropriate user-friendly software installed for easy access by the users. He shall make arrangement to facilitate and assist the users, if required;

(e) place order for the books, periodicals, academic journals, e-contents and such other academic publications on time and co-ordinate with the Finance Officer for necessary action towards concerned bills;

(f) seek requirement of books, periodicals and journals from the different Departments and Centres of the University;

(g) ensure that all laws related to Copyright and Intellectual Property Rights are strictly adhered to while providing library and information services;

(h) prepare overall annual budget for the Library and, after discussion in the Library and Information Services Committee, forward the Committee's recommendations to the Vice Chancellor for follow up action;

(i) seek the approval of the Vice Chancellor, within the overall budget, for the purchase of books, journals and periodicals and software, as recommended by the Library and Information Services Committee and the Computer Facilities Committee;

(j) be the Member Secretary of the Library and Information Services Committee;

(k) set up modalities for getting copies of research articles and relevant academic materials from other libraries/agencies for faculties and students;

(l) set up a digital archive (e.g. in D space) for archiving historical material on themes of interest to the University. The Librarian shall look for ways and means to generate resources for digitizing old manuscripts and archiving these for public use;

(m) keep record of all University and its Affiliated College(s), if any, publications, and also archive them;

(n) be responsible for Plagiarism Check of Ph.D thesis, Dissertation, and any such other academic publications;

(o) perform curatorial duties for specific collections, and be the primary contact for donors, including potential ones, to the library; and

(p) assist the Administration in preparation of the Annual Report of the University, as well as other related publications of the University.

(19) Academic Registrar

(i) The Academic Registrar shall be appointed by the Executive Council on the recommendation of the Vice Chancellor on full time basis.

(ii) The appointment of the Academic Registrar shall be in conformity with the qualifications and experience as prescribed by the Executive Council.

(iii) The Academic Registrar shall be a full-time salaried Officer.

(iv) The term of the Academic Registrar shall be five years, and he shall be eligible for re-appointment.

(v) The Academic Registrar shall retire on the date he attains the age of superannuation as per rules of the Government of Assam.

(vi) He shall exercise the following powers and responsibilities, namely,-

(a) the Academic Registrar shall be the Secretary of the Academic Council and shall be responsible for the academic administration of the University;

(b) be responsible for preparation of curriculum, syllabus and text books for different courses of the University;

(c) co-ordinate the work of the Boards of Studies and Faculties in matters relating to curricula, syllabi and courses of study;

(d) process all proposals relating to the Academic Council and ensure implementation of its decisions;

(e) maintain the academic records of the University; and

(f) perform such other duties as may be assigned by the Vice-Chancellor or the Registrar.

(20) Finance Officer

(i) The Finance Officer shall be a full-time salaried officer of the University and shall be appointed by the Executive Council.

(ii) The Finance Officer shall hold office for a period of five years or till the date of his superannuation, whichever is earlier, and shall be eligible for re-appointment.

(iii) He shall exercise following powers and responsibilities, namely,-

(a) exercise general supervision over the funds of the University and advise on its financial policy;

(b) manage the investments of the University, including trust and endowed amounts, subject to the control of the Executive Council;

(c) keep a constant watch on the state of cash and bank balances and on the state of investments;

(d) watch the progress of the collection of revenue and advise on the methods of collection employed;

(e) ensure that the limits fixed by the Executive Council for recurring and non-recurring expenditure are not exceeded and that funds are utilized for the purposes for which they are sanctioned;

(f) ensure the proper maintenance of accounts and submit a monthly update of all financial accounts to the Vice Chancellor;

(g) ensure that the Asset Registers of all furniture, fixtures, fittings, and equipment are maintained up-to-date and that physical stock-verification of equipment and other non-consumable materials is conducted in all offices, departments, laboratories, and Affiliated Colleges, if any.

(h) prepare the annual Budget Estimate under the recurring and non-recurring expenditure heads and maintain records of the revenues earned by the University through various heads, including Student Fees, Registration Fees, Migration Fees, Bank Guarantees, Endowment Funds, Extramural Grants, Grant Over Heads, etc.;

(i) issue receipts for any money payable to the University, either personally or through persons duly authorised by the Executive Council or the Vice Chancellor, as per the Rules and Regulations;

(j) ensure that all tax deductions are correctly made, the amounts are deposited as per Government norms, and tax deduction certificates are issued on time;

(k) issue and sign salary certificates for each employee, ensure that all estimates and deductions are correctly made, implement the pension scheme as per Government rules and decisions of the Executive Council, and be responsible for sending and receiving pension and leave salary contributions, PF subscriptions, and contributions for persons on deputation or lien, as per Government rules and Executive Council decisions;

Authorities of the University

22. As per clause (x) of section 24 of the Act, the following shall be the other authorities of the University :-

(i) The Collegium of Deans;

(ii) Planning and Development Committee

(iii) The Advisory Committee for Centres;

(iv) The Construction Committee;

(v) The Examination Committee;

(vi) The Purchase Committee;

(vii) The Library and Information Services Committee;

(viii) The Computer Facilities Committee;

(ix) The College Development Council (CDC);

(x) The Governing Body for Programme under Mentorship scheme: Higher Secondary (Arts & Science); and

(xi) Such other authorities as may be constituted by the Executive Council.

Collegium of Deans

23. (1) The University shall have a Committee called the Collegium of Deans which shall consist of the following members:-

(i)	Vice Chancellor	Chairperson
(ii)	All Deans of Faculties	Member
(iii)	Academic Registrar	Member Secretary

(2) **The Collegium of Deans shall meet at least twice in every calendar year. One meeting shall ordinarily be**

held at the beginning of the academic session and the other towards the end of the academic session. The Vice-Chancellor may convene additional meetings as and when necessary to address urgent academic or administrative matters.

(3) Powers and Duties of the Collegium of Deans shall be the following, namely:-

(i) Formulate and updates the University's academic vision and long-term development plans.

(ii) Facilitate multidisciplinary research and coordinates academic activities across different faculties.

(iii) Advise the Vice-Chancellor, Academic Council, and Executive Council on academic policies and new program proposals.

(iv) Monitor and ensure high standards in teaching, examination methods, and research across all faculties.

(v) Examines proposals for new departments, centers, and honorary degrees before forwarding them for final approval.

(vi) Consider administrative matters affecting the functioning of faculties, departments, and centers.

Planning and Development Committee

24. (1) The planning and Development Committee consists of the following Members:-

(i)	Vice Chancellor	Chairman
(ii)	Registrar	Convenor
(iii)	President, Nagaon University Teachers Association	Member
(iv)	Secretary, Nagaon University Teachers Association	Member
(v)	Academic Registrar	Member
(vi)	Finance Officer	Member
(vii)	Controller of Examinations	Member
(viii)	Director, IQAC	Member
(ix)	Librarian	Member
(x)	Dean, Students' Welfare	Member
(xi)	Deputy Registrar	Member

(2) Powers and Duties of the Planning and Development Committee shall be the following, namely:-

(i) to frame and recommend policies for academic administrative and infrastructural development

(ii) to approve development proposals and project plans for submission to competent authorities

(iii) to prioritize development projects based on institutional needs and available resources

(iv) recommend allocation of funds for developmental activities

(v) to place strategic recommendations before the University authorities

(vi) to prepare short term and long term development plans of the University

(vii) to assess infrastructure academic and research requirements

(viii) to monitor implementation of approved development projects

(ix) to coordinate with departments for effective planning and growth

(x) to review progress and submit periodic reports on development activities.

The Advisory Committee for Centres

25. (1) There shall be an Advisory Committee for each Centre for formulation and supervision of its academic programs and activities.

(2) Advisory Committee shall consist of the following members, namely:—

(i)	Head/Director of the Centre;	Chairperson;
(ii)	All Faculty Members of the Centre;	Member
(iii)	Two faculty members from allied departments from within the University to be nominated by the Vice Chancellor;	Member
(iv)	One eminent expert from the relevant area of research from an institution of higher education or industry to be nominated by the Vice Chancellor.	Member

(3) Save as otherwise provided and except ex-officio members, the term of office of the other members shall be three years from the date of her nomination.

(4) Powers and Duties of the Advisory Committee for Centre shall be the following, namely:-

(i) Provide overall direction, advice, and guidance to the Centre, helping shape its vision and long-term plans.

(ii) Evaluate the Centre's progress, reviews its operational plans, and may assess its performance against stated goals.

(iii) Promote the Centre's work, assists in building relationships with the community or industry, and helps identify opportunities for collaboration and resource mobilization.

(iv) Provide feedback on the effectiveness of the Centre's programs, services, and initiatives.

(v) Advise on significant policy issues, financial health, and budget matters concerning the Centre.

(5) The Advisory Committee for Centres shall meet at least twice in every calendar year. The meetings shall ordinarily be convened at intervals of not more than six months. The Chairperson may convene additional meetings, if necessary, to address urgent academic matters, approve research projects, or consider recommendations for courses of study.

The Construction Committee

26. (1) The University shall have a Construction Committee.

(2) It shall consist of the following members, namely:—

(i)	Vice Chancellor,	Chairman
(ii)	Registrar,	Member Secretary
(iii)	Finance Officer,	Member
(iv)	Superintending Engineer,	Member
(v)	four members from the Executive Council : Provided that at least one member of the committee shall be appointed from amongst the members elected to the Executive Council by the Court	Member
(vi)	The Executive Council may co-opt experts	Member

(3) Save as otherwise provided and except the ex-officio members, all other members shall hold office for a period of three years from the date of their selection or nomination, as the case may be.

(4) Powers and Duties of the Construction Committee shall be the following, namely:—

(i) Prepare and recommend the University's master plan for buildings, roads, and infrastructure development.

(ii) Consider and approve plans, estimates, and designs for new construction, renovations, and maintenance projects.

(iii) Invite, evaluate, and recommend acceptance of tenders for construction works through a tender committee.

(iv) Supervise construction activities, monitors progress, and ensures timely completion of projects.

(v) Ensure all construction meets prescribed quality standards and technical specifications.

(vi) Review project budgets, monitors expenditures, and ensures works remain within approved financial limits.

(vii) Periodically review the condition of existing buildings and infrastructure and recommends necessary repairs or upgrades.

(viii) Perform all other acts incidental or appertaining to construction, maintenance, and development of University infrastructure.

(5) The Construction Committee shall meet at least four times in every calendar year (quarterly). Additional meetings may be convened by the Chairperson, as and when necessary, to expedite approval of plans, estimates, tenders, or to review progress of ongoing construction works.

Examination Committee

27. (1) There shall be an Examination committee consist of the following members:-

(i)	Vice-Chancellor	Chairman
(ii)	All Deans	Member
(iii)	The Registrar	Member
(iv)	Controller of Examinations	Member Secretary

(2) Ordinarily the committee shall meet at least thrice a year.

(3) One-third of the members shall form the quorum.

(4) The powers and duties of the Examination Committee shall be,-

(i) to accord approval for declaration of results of the Semester or Annual or Supplementary examination results;

(ii) to recommend to the Academic Council, the list of candidates for conferment of degrees based on the above results for passing the same post facto;

(iii) to scrutinize, alter and approve the recommendations of the Boards of Studies regarding appointment of paper setters and examiners for various examination;

(iv) to consider the cases of examination malpractices or indiscipline through Examination Disciplinary Committee and award punishment as deemed fit;

(v) to issue guidelines to the Moderation Boards as and when necessary.

Purchase Committee

28. (1) The University shall have a Purchase Committee, which shall consist of the following members, namely:—

(i) Vice Chancellor, Chairperson;

(ii) Registrar;

(iii) Principal(s) of Affiliated college(s), if any;

(iv) Finance Officer of the University;

(v) Store Officer of the University, Member Secretary;

(vi) Four faculty members to be nominated by Vice Chancellor;

(vii) Persons with specialized knowledge whose inputs may be useful in the deliberations of the General Purchase Committee may be invited by the Vice Chancellor;

(2) Save as otherwise provided and except ex-officio members, such other members shall hold office of three years from the date of his nomination:

Provided that a nominated member shall cease to be a member of the committee after his superannuation.

(3) The Purchase Committee shall meet at least once in every three months (quarterly). Additional meetings may be convened by the Chairperson, as and when necessary, to expedite urgent procurement, evaluate tenders, or consider proposals requiring financial approval within specified timeframes.

(4) Powers and Duties of the Purchase Committee shall be the following, namely:-

(i) Verify that all purchases are made against authorized requisitions and follow standard procurement procedures.

(ii) Collect quotations, prepare comparative statements, negotiate with vendors, and finalize the placement of orders.

(iii) Ensure a fair, transparent, and accountable procurement process in accordance with applicable rules.

(iv) Obtain at least three written quotations for purchases above prescribed thresholds and oversee sealed bid processes for high-value acquisitions.

(v) Ensure that goods and services supplied strictly adhere to the requested specifications and quality standards.

(vi) Conduct negotiations with eligible vendors to secure the best possible prices and terms.

(vii) Examine procurement actions and recommend acceptance or rejection of tenders to the competent authority.

(viii) Monitor vendors until delivery is complete, verify receipt of goods in proper condition, and ensure items are recorded in the Stock Register.

(ix) Review and approve sole source procurements with proper justification and documentation.

(x) May delegate indenting and purchasing powers for specific goods or within specified financial limits to Faculty or Departmental Purchase Committees.

Library and Information Services Committee

29. (1) There shall be one Library and Information Services Committee of the University, which shall consist of the following members, namely:—

(i) Vice Chancellor ------- Chairperson ;

(ii) All Deans -------- Member;

(iii) Academic Registrar---- Member;

(iv) Librarian ---------- Member Secretary;

(v) Principal(s) of the Affiliated College(s), if any;

(vi) Six faculty members, three of whom are from the University and three from the Affiliated College(s), if any; covering different streams, nominated by the Vice Chancellor;

(vii) Four student representatives, at least one being from each of the research, post-graduate and under-graduate programmes, nominated by the Dean, Students' Welfare.

(2) Save as otherwise provided and except ex-officio members, the faculty members shall hold office for a period of three years from his date of nomination, while that of the student representatives shall hold office for a period one year from his date of nomination.

(3) Powers and Duties of the Library and Information Services shall be the following, namely:—

(i) Frame general rules, regulations, and policies for the management and operation of the Central Library and all other libraries of the University.

(ii) Prepare the annual library budget and submit it to the Executive Council for approval.

(iii) Allocate funds from the approved budget to various Departments and Centres for the purchase of books, journals, and periodicals.

(iv) Prepare plans for the development of University libraries, including space requirements, hardware, software, and digital resources.

(v) Access manpower requirements in the libraries and make recommendations to the Academic and Executive Councils.

(vi) Advisory Role: Advise the Librarian on matters related to smooth functioning, collection development, and general improvement of library services.

(vii) Monitor the adequacy of library collections to support teaching, learning, and research programs.

(viii) Recommend adoption of modern information technologies, digital resources, and library automation systems.

(ix) Ensure periodic stock-taking and physical verification of library materials are conducted.

(x) Review and recommend improvements in user services, access policies, and reading room facilities.

(xi) Submit an annual report on the library's activities and development to the Academic Council.

(4) The Library and Information Services Committee shall meet at least twice in every calendar year. One meeting shall ordinarily be held at the beginning of the academic session to finalize the library budget and allocate funds, and the other towards the end of the academic session to review library development and plan for the next year. The Chairperson may convene additional meetings, if necessary, to address urgent matters related to library policy, infrastructure, or services.

Computer Facilities Committee

30. (1) There shall be one Computer Facilities Committee of the University, which shall consist of the following members, namely:—

(i) Dean, Faculty of Sciences, Chairperson;

(ii) Head of the Department, Computer Science;

(iii) Two faculty members from the Department of Computer Science to be nominated by the Vice Chancellor;

(iv) Three faculty members, to be nominated by the Vice Chancellor;

(v) Computer Systems Manager/Administrator, Member Secretary;

(vi) Three (at least one female) student representatives, one each from the Ph.D., PG and UG programs to be nominated by the Dean, Students' Welfare

(vii) The Chairperson may co-opt member(s) as he deems necessary.

(2) Save as otherwise provided and except ex-officio members, such other faculty members shall hold office for a period of three years from the date of nomination, whereas the student members shall hold office for a term of one year from the date of nomination.

(3) Powers and Duties of the Computer Facilities Committee shall be the following, namely:-

(i) Evaluate the overall computing requirements of the University, including academic, research, and administrative needs.

(ii) Formulate a comprehensive plan for the development and expansion of computer facilities across the University.

(iii) Prepare budget estimates for computer hardware, software, networking, and related infrastructure for consideration by University authorities.

(iv) Draw up detailed technical specifications for all computer and IT-related procurements.

(v) Prioritize purchases based on budget allocation and urgent institutional requirements.

(vi) Develop plans for regular maintenance, upgrading, and replacement of hardware, software, and firmware.

(vii) Recommend policies for the use, security, and management of computing resources to the Executive Council.

(viii) Oversee the implementation of approved computer facilities and ensure they meet the intended objectives.

(ix) Liaise with various departments and centres to understand their specific computing needs and address them effectively.

(x) Stay informed about emerging technologies and recommend their adoption to enhance the University's IT infrastructure.

(4) The Computer Facilities Committee shall meet at least twice in every calendar year. Additional meetings may be convened by the Chairperson, as and when necessary, to address urgent matters related to IT infrastructure, cyber security threats, major hardware/software procurement, or to review the implementation of approved plans.

College Development Council

31. (1) There shall be a College Development Council (CDC) of the University for better coordination between the University and Affiliated Colleges on the matters pertaining to development and academic governance.

(2) It shall constitute of the following members, namely:—

(i)	The Vice Chancellor	Chairperson
(ii)	The Director, CDC	Member Secretary
(iii)	The Academic Registrar	Member
(iv)	The Deans of the Faculties	Member
(v)	Controller of Examinations	Member
(vi)	Two Professors to be nominated by the Vice Chancellor	Member

(vii)	A maximum of four Principals of the Affiliated Colleges to be nominated by the Vice Chancellor on rotation for a period of two years	Member

(3) Save as otherwise provided and except ex-officio members, such other faculty members shall hold office for a period of two years from the date of nomination.

(4) Powers and Duties of the College Development Council shall be the following, namely:-

(i) Processes applications for fresh, renewal, and permanent affiliation of colleges; conducts inspections through Local Inquiry Committees and recommends affiliation decisions to the University.

(ii) Assists colleges in obtaining UGC recognition under sections 2(f) and 12(B); helps formulate proposals for UGC grants and ensures proper utilization of funds.

(iii) Guides colleges in NAAC accreditation, promotes "College with Potential for Excellence" (CPE) status, and assists in granting autonomous status to eligible institutions.

(iv) Approves opening of new courses, additional intake, and post-graduate programs in affiliated colleges; helps implement NEP 2020 programs as per UGC guidelines.

(v) Facilitates appointment of teachers and principals; nominates university representatives for college selection committees; coordinates Faculty Improvement Programme (FIP).

(vi) Surveys affiliated colleges to maintain up-to-date profiles, assesses developmental needs and gaps, and recommends improvements in physical facilities.

(vii) Encourages teachers to apply for major and minor research projects; helps recognize research centers in affiliated colleges.

(viii) Considers matters related to student attendance, condonation of shortages, and transfer of students from other universities.

(ix) Prepares perspective plans for development and opening of new colleges; advises university on all matters relating to college development.

(x) Conducts meetings with college principals to maintain academic standards and ensures interaction between university departments and affiliated colleges.

(5) The College Development Council shall meet at least twice in every calendar year. One meeting shall ordinarily be held in the first half of the academic session to plan development activities, and the other in the second half to review progress and recommend proposals to the competent authority.

(6) The Chairperson may convene additional meetings, as and when necessary, to address urgent matters related to affiliation, UGC grants, or college development proposals.

Governing Committee for the Programme under Mentorship Scheme

32. (1) The University shall have a Governing Committee to run the Higher Secondary course under the Mentorship Scheme.

(2) For all practical purposes, the Higher Secondary Section shall be a part of the University. The students of the Higher Secondary Programme shall enjoy exactly the same status with the other students of the University.

(3) The University is to continue the existing syllabi and evaluation of students of the Higher Secondary Programme under the jurisdiction of the Assam State School Education Board (ASSEB) as at present and shall continue till the University deems it fit to review and do the needful.

(4) Governing Committee shall consist of the following members, namely:—

(i)	Vice Chancellor	Chairperson
(ii)	All HoD's involved in imparting the Programmes	Member
(iii)	Registrar	Member
(iv)	Academic Registrar	Member
(v)	Controller of Examinations	Member
(vi)	Two members with proven experience of +2 education system to be nominated by Academic Council	Member
(vii)	Director, CBC, Member Secretary	Member
(viii)	Director, Higher Education Department	Member

(5) Save as otherwise provided and except ex-officio members, such other members shall hold office for a term of three years and may be eligible for re-nomination for another term.

(6) Powers and Duties of the Governing Committee shall be the following, namely:-

(i) Monitor and run the Higher Secondary Programme in accordance with the syllabi and evaluation

methods prescribed by the Assam State School Education Board (ASSEB) until the University decides otherwise.

(ii) Appoint two teacher mentors for each group of 20-30 students-mentors for Science stream from science subjects and for Arts stream from arts subjects to address academic issues.

(iii) Ensure that students of the Higher Secondary Programme enjoy the same status, rights, and privileges as other students of the University.

(iv) Receive and act upon reports from mentors regarding any academic or administrative matters requiring resolution.

(v) Formulate necessary rules, procedures, and mechanisms for the smooth and efficient functioning of the +2 program.

(vi) Arrange special remedial or enrichment classes and invite experts to conduct coaching for various entrance examinations.

(vii) Ensure all activities comply with applicable rules of the University and the Assam State School Education Board.

(7) The Governing Body for Programme under Mentorship Scheme, Higher Secondary (Arts and Science) shall meet at least thrice in every calendar year. The meetings shall ordinarily be convened at the beginning of the academic session, midway through the session, and at the end of the academic session to review academic progress, mentor reports, and examination preparation.

The Chairperson may convene additional meetings, as and when necessary, to address urgent matters related to the +2 program.

Complaints Committee

33. There shall be Nagaon University Complain Committee to be constituted by Executive Council to receive the complaints and give suggestions, fact finding and hearing that would work with the dignity of promoting justice.

Standing Committee

34. There shall be a Standing Committee under the Chairperson of the Vice -Chancellor comprising all executive officers and in-charges of administrative branches and nominated members of teachers to deal with emergency matters pending approval of the Executive Council. The Registrar shall convene the meeting of Standing Committee if and when necessary.

Establishment of Hostels

35. (1) There shall be separate hostels for men and women students maintained by the University within the University campus.

(2) The students admitted to the various courses of study in the University shall be eligible to seek admission into these hostels.

(3) Hostel accommodation is limited to and will be allotted to the students as per the rules of reservation and also following the order of preference given below:-

(i) Students from outside the Country.

(ii) Students who are residents of places beyond 25 kms from the University.

(iii) Students who are economically disadvantaged and residents of places beyond 25 kms from the University.

(iv) Students who are PWD and residents of places beyond 25 kms from the University.

(4) All the inmates shall have to pay the prescribed charges for admission, establishment, caution deposit etc., at the time of admission.

(5) The inmates are required to pay mess bills which include charges for electricity, water and charges for such other services rendered by the University.

(6) Students who are not admitted into University hostels shall not be permitted to stay in the hostels. Unauthorized stay in the hostels will be considered as a serious misconduct on the part of the students.

(7) Under circumstances warranting the closure of University hostels, the University Administration shall have the power to close the hostels without any notice and in such cases it shall not be binding on the University administration for making alternative arrangements either for food or accommodation.

(8) All the inmates shall vacate the rooms by handing over keys within 24 hours after the last examination of the academic year they are required to appear for.

(9) The mess shall be closed during summer vacation and other short vacations and inmates who are required to appear for any examination after the closure of the mess will be permitted to stay in the hostel till the last day of the examination he is required to appear for and during that period the inmates shall have to make their own arrangements for food.

(10) The inmates shall be required to clear all the dues to the hostel well before the commencement of Semester/ Year-end examinations.

(11) The inmates are required to maintain absolute discipline in the hostels and for this purpose inmates are required to adhere to the conduct rules as prescribed by the hostel administration from time to time.

(12) The inmates found violating any of these rules shall be liable for disciplinary action.

(13) Inmates who fail to clear the Hostel dues in time or violate the instructions or conduct rules shall not be

eligible to continue in the hostel for the remaining period of study.

(14) The Hostel Administration shall make sure that the following facilities are made available in the hostels:-

(i) Reading Rooms

(ii) TV sets

(iii) Incoming Telephone facility

(iv) Dining Halls with seating facilities

(v) News papers

(vi) Water coolers

(vii) Ambulance facilities for emergencies

(viii) Reading Rooms

Hostel Maintenance

36. (1) The Dean Student Welfare of the University shall be the over all in charge of the University Hostels.

(2) The Vice-Chancellor is empowered to appoint Wardens for the University Hostels in consultation with the Dean Student Welfare of the University.

(3) The Dean Student Welfare shall be responsible for the smooth and peaceful functioning of the hostel/hostels with the assistance of Wardens.

(4) The employees in the Hostel Office and other employees working in the Hostels shall discharge their duties under the supervision of the Warden.

(5) The Warden shall monitor and supervise the day to day functioning of the mess, stores, issues and accounts relating to receipts and payments.

(6) The Warden shall arrange for issue of no-dues certificate to the inmates and staff after due verification.

(7) All the provisions including vegetables, milk, gas, etc., shall be purchased based on the recommendations of the Hostel Advisory Committee.

(8) The Warden shall ensure that the hostel mess is run on no-profit and no-loss basis and mess bills shall have to be notified to the inmates every month.

(9) There shall be student participation in the management of hostels. The following student committees shall be constituted by the Warden:-

(i) Purchase Committee

(ii) Menu Fixation Committee

(iii) Hostel Maintenance Committee

(iv) Purchase Committee

(10) There shall be a Hostel Advisory Committee to be constituted by the Vice-Chancellor to formulate guidelines and advise the University administration for the smooth functioning of the University hostels.

Pension, Insurance and Provident Funds

37. Save as otherwise provided, the constitution of Pension, Insurance and Provident Funds for the benefit of the teaching and non-teaching staff, officers and other employees of the University shall be carried out as per the rules of the Government of Assam, as amended from time to time, and decisions of the Executive Council of the University.

Retirement

38. The age of retirement of the employees of the University shall be completion of 60 years provided that any employee when he retired :-

(i) on his being declared medically unfit for service by a Medical Board to be appointed by the Executive Council in this behalf, or

(ii) on the imposition of the penalty of compulsory retirement.

Resignation

39. (1) A permanent employee may, by notice of three months and a temporary employee by notice of one month in writing, addressed to the appointing authority resign from the service of the University, or by payment of salary in lieu thereof.

Provided that no resignation shall be effective unless it is accepted by the appointing authority.

(2) The appointing authority may, if it deems proper in any special circumstances, permit an employee to resign from the service of the University on shorter notice.

Scale of Pay

40. The scales of pay for the posts under the University shall be as specified from time to time by the Executive Council.

Teacher or Faculty service condition

41. (1) The Faculty or Teacher of the University shall be the Professors, Associate Professors, Assistant Professors, Students' Counselors and such other persons engaged in teaching or research or extension activities of the University as may be designated by the Executive Council on the recommendations of the Academic Council.

(2) The qualifications, emoluments, service conditions, leave rules etc. of recognized teachers shall be in accordance with the guidelines or norms of the University Grants Commission or All India Council for Technical Education.

Maintenance of a Register of Registered Graduates

42. The Registrar shall maintain a register of all the registered graduates for all purposes of the University.

Conferment and Withdrawal of Degrees, Diplomas, Certificates, Medals Etc

43. (1) The Executive Council may, on the recommendations of the Academic Council and the Collegium of Deans and by a resolution passed by a majority of not less than two-third of the members present and voting, make proposals to the Chancellor for the conferment of Honorary degrees.

(2) Honorary degrees are to be conferred only to individuals with outstanding contributions to society and knowledge, and any such proposal with a strong justification made by at least three Deans of Faculties, or six Professors of the

University, and also supported by at least two-third of the Deans and independently by two-third of the members of the Academic Council.

(3) In rare and unusual circumstance, the Executive Council may by a resolution passed by a majority of not less than two-third of the members present and voting, recommend to the Chancellor the withdrawal of any Honorary degree conferred by the University, on which the Chancellor's decision will be final.

Institution of Awards

44. (1) The University may, from time to time, institute fellowships, scholarships and prizes from out of funds from its own source or endowments or gifts from any other source.

(2) The proposals for the institution of such awards must be recommended by the Collegium of Deans before further consideration by the Academic Council and approval by the Executive Council.

(3) Any named Fellowships, Scholarships and Prizes must be only in the names of exceptional individuals who have contributed significantly and are well-known at least at the national level. The proposals must be supported by at least three Deans or six Professors, and recommended by two-third of the Collegium of Deans, and then by two-third of the Academic Council before being approved by the Executive Council.

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Commissioner & Secretary to the Government of Assam,
Higher Education Department.

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